



CITY OF FAIRMONT

CITY/COUNTY COMPLEX
P.O. Box 1428
200 Jackson Street
Fairmont, West Virginia 26555-1428
(304) 366-6211
(304) 366-0228 FAX
www.fairmontwv.gov

TO: All Police Officer Applicants

FROM: Janet Keller, City Clerk

SUBJECT: Police Officer Application and Informational Packet

DATE: September 9, 2019

The City of Fairmont is accepting applications for the position of Police Officer. Please be advised that the following information will be required at the time of filing your application for the position of Police Officer:

- 1) Civil Service Application (application is attached)
- 2) Copy of Birth Certificate
- 3) Copy of Driver's License
- 4) Copy of High School Diploma, GED or High School Transcripts
- 5) Current Photo (individual photograph – does not include picture on driver's license)

Enclosed for your review is a copy of the requirements for the position and a copy of the fitness standards for the physical agility test and for entrance into the West Virginia Police Academy. Please be advised that the physical agility test will be given at a later date to the applicants that successfully pass the written exam.

All applications, and required information to be submitted with your application, are to be returned to the City Clerk's Office, City/County Complex, 200 Jackson Street, Room 312, Fairmont, **by 1:00 p.m., Friday, September 27, 2019** in order to be eligible to take the written exam.

The written exam will be held on **Saturday, October 5, 2019 at 10:00 a.m.**, at the Public Safety Building located at 500 Quincy Street in downtown Fairmont.

If you have any questions or need additional information, please feel free to contact me at 304-366-6212, ext. 329 or email me at jkeller@fairmontwv.gov

CITY OF FAIRMONT POLICE OFFICER

The City of Fairmont is accepting applications for Police Officer.

Requirements for Applicants:

1. Must be between the age of 18 and 40 on the date of application;
2. Must possess a valid driver's license;
3. Must have a high school diploma or GED;
4. Must within one year of the date of appointment establish and maintain a permanent residence within the boundaries of Marion, Monongalia, Harrison or Taylor Counties.
5. Must successfully complete and pass various mandatory examinations.

Applications and informational packets may be obtained at the City of Fairmont, City Clerk's Office, City/County Complex, 200 Jackson Street, Room 312, Fairmont, WV, until 1:00 p.m., Friday, September 27, 2019. The last day to accept applications is 1:00 p.m., Friday, September 27, 2019. The written examination will be given on Saturday, October 5, 2019 at 10:00 a.m. The City of Fairmont offers a \$5,000.00 additional monetary incentive for Certified WV Officers.

Janet L. Keller
City Clerk

**POLICE CIVIL SERVICE COMMISSION
CITY OF FAIRMONT, WEST VIRGINIA**

APPLICATION FOR POLICE OFFICER

(Use typewriter or print in ink)

PCSC (02/11)

1. Full Name: _____

(a) What nicknames or other names are you known by or have you used in the past?

2. Present Address: _____

(a) How long at this address: _____

3. Telephone: (Home) _____ (Work) _____
(Cell) _____

Email address: _____

4. Give all residence addresses for the previous 10 years:

5. Are you a United States citizen? Yes _____ No _____

6. Age: _____

7. Date of Birth: _____

8. Place of Birth: _____

9. Social Security Number: _____

10. To the best of your knowledge, are you in good health and physically capable of performing the duties of a police officer? Yes _____ No _____

11. Beginning with your present or most recent employer, please provide us a complete record of all employment for the previous ten (10) years. (Include service in the armed forces, if applicable). Show all periods of unemployment. If former employers are out of business, so state. If you were in business for yourself, give nature of business and location. Be accurate showing all of your time. If you do not have sufficient space to give a complete employment record, attach an additional sheet and continue.

PRESENT EMPLOYER: _____ EMPLOYED FROM _____ TO _____

ADDRESS: _____

POSITION HELD: _____ PHONE: _____

REASON FOR LEAVING: _____

SUPERVISOR: _____

PRESENT EMPLOYER: _____ EMPLOYED FROM _____ TO _____

ADDRESS: _____

POSITION HELD: _____ PHONE: _____

REASON FOR LEAVING: _____

SUPERVISOR: _____

PRESENT EMPLOYER: _____ EMPLOYED FROM _____ TO _____

ADDRESS: _____

POSITION HELD: _____ PHONE: _____

REASON FOR LEAVING: _____

SUPERVISOR: _____

PRESENT EMPLOYER: _____ EMPLOYED FROM _____ TO _____

ADDRESS: _____

POSITION HELD: _____ PHONE: _____

REASON FOR LEAVING: _____

SUPERVISOR: _____

PRESENT EMPLOYER: _____ EMPLOYED FROM _____ TO _____

ADDRESS: _____

POSITION HELD: _____ PHONE: _____

REASON FOR LEAVING: _____

SUPERVISOR: _____

PRESENT EMPLOYER: _____ EMPLOYED FROM _____ TO _____

ADDRESS: _____

POSITION HELD: _____ PHONE: _____

REASON FOR LEAVING: _____

SUPERVISOR: _____

PRESENT EMPLOYER: _____ EMPLOYED FROM _____ TO _____

ADDRESS: _____

POSITION HELD: _____ PHONE: _____

REASON FOR LEAVING: _____

SUPERVISOR: _____

(You may continue this listing on an attached sheet. You must list all previous employments, including temporary and part-time work)

12. If you intended to rely on the **Veteran's Preference Points**, attach proof that (a) you have been honorably discharged from the armed forces of the United States OR (b) that you are a bona fide member of the United States military reserves or National Guard and have completed military basic training prior to the date of the test.

Do you intend to rely on Veteran's Preference Points? Yes _____ No _____

13. Do you have an active certification as a **West Virginia Law Enforcement Officer**? If so, attach proof or a copy of your certification if you intended to rely on the West Virginia Law Enforcement Officer Points.

Do you intend to rely on WV Law Enforcement Officer Points? Yes _____ No _____

14. Do you have a valid driver's license? Yes _____ No _____

15. If so, what is your driver's license number? _____ State _____

16. Describe Yourself: _____

17. Where do you see yourself in the future as far as law enforcement is concerned: _____

NOTICE: (1) You will be required to present positive proof of identification at the time the test is given;
(2) Additional information and testing will be required if you advance to later stages of the selection process.

ALL APPLICANTS MUST SIGN THE FOLLOWING CERTIFICATE:

I certify that all of the foregoing information is true and accurate. I am aware that should investigation disclose misrepresentations or falsifications, the Commission may refuse to examine me or to certify me as eligible, I may be rejected by the Appointing Officer, I may be terminated if I have already been hired, and I will be disqualified from applying in the future for any position with the City of Fairmont.

Date: _____ Signature of Applicant: _____

STATE OF WEST VIRGINIA
COUNTY OF _____, TO-WIT:

_____, the applicant in the foregoing application, being duly sworn by me, affirms that the statements and facts contained in the foregoing application are true and to the best of his/her knowledge.

GIVEN UNDER MY HAND AND OFFICIAL SEAL this _____ day of _____, _____.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

**IF YOUR ADDRESS OR PHONE NUMBER CHANGES AFTER FILING THIS APPLICATION,
PLEASE NOTIFY THE CITY CLERK OF SUCH CHANGE**

PLEASE ATTACHED A CURRENT PHOTO OF YOURSELF ON THIS PAGE. THE PHOTO CANNOT HAVE ANYONE ELSE IN THE PICTURE WITH YOU. THE PHOTO WILL REMAIN ON FILE WITH YOUR APPLICATION AND WILL NOT BE RETURNED.



CITY OF FAIRMONT
NEW POLICE OFFICER BENEFITS
Updated 09/09/2019



SALARY

Salary for Probationary Officer	\$39,407.00
Salary after one year probation	\$44,585.00

ADDITIONAL PAY AVAILABLE (some dependent on belonging to FOP)

Shift Differential	\$.45/hour
Holders of Bachelor's Degree	\$.34/hour
Uniform Cleaning Allowance	\$20/bi-weekly
Longevity Pay	\$100/year
Certification Pay	\$200/year

ADDITIONAL BENEFITS AVAILABLE (some dependent on belonging to FOP)

Previously Certified WV Officers - \$5,000 additional monetary Incentive
Call out/Court pay - minimum 4 hours overtime
Uniforms -New Officers provided complete uniform; \$450/year allowance
Short Turn around Overtime
Paid meals after working 10 hours
Officer-In-Charge Pay
Permanent Shifts
Take-home vehicle program
Tuition Aid Program
MPFRS Retirement System

INSURANCE BENEFITS

Insurance **Public Employees Insurance Association (PEIA)**
New employees will pay 20% of their insurance costs.
The costs listed below are as of 09/09/19.

Example:	PEIA Plan A	Single Coverage – Monthly Cost Non-smoker = \$142.40 Smoker = \$167.40
		Family Coverage – Monthly Cost Non-smoker = \$327.80 Smoker = \$377.80

PEIA Plan B

Single Coverage – Monthly Cost

Non-smoker = \$93.40

Smokers = \$118.40

Family Coverage – Monthly Cost

Non-smoker = \$189.80

Smoker = \$239.80

*** Other insurance options are available.

SICK DAYS

Initial sick leave accrual is at the rate of four (4) hours/month.

Sick leave will be earned and accrued from hire date but may not be used until probationary period is completed.

All employees upon attainment of six (6) years of service shall accrue sick leave at the rate of six (6) hours/month.

Upon attainment of ten (10) years of service, shall accrue sick leave at the rate of eight (8) hours/month.

HOLIDAYS

Due to work schedule, officers are eligible for days off equal to Legal Holidays based on section 2-2-1 of our State Code. There are currently 12 holidays per year plus additional days for elections.

VACATION DAYS

FOP Members earn vacation based on the FOP contract at the following rate:

1-4 years	10 days
5-9 years	15 days
10-14 years	20 days
15-19 years	25 days
20+ years	30 days

Vacation is accrued on a bi-weekly basis. Vacation will be earned and accrued from hire date but may not be used until probationary period is completed.

PERSONAL DAYS

FOP members are given six personal days per year, after completion of the probationary period.

TRAINING

New officers that have not been certified are required to attend the West Virginia State Police Academy within one year of hire. This is a 16-week course held in Institute, WV. The Police Department will pay the \$1,500.00 tuition fee; however, all officers must sign an agreement that they will maintain employment with the City of Fairmont for a period of one year after completing the Academy or the employee will be responsible for repayment of training expenses.



Office of the Chief of Police
Chief Steve Shine

Fairmont Public Safety Building
500 Quincy Street
Fairmont, WV 26554
(304) 366-9280
(304) 366-5533 FAX

**FAIRMONT POLICE DEPARTMENT-
PROBATIONARY POLICE OFFICER POSITION**

APPLICATION AND TESTING PROCESS

Elements of our application and testing process must be passed through. They do not necessarily have to be passed in order listed.

Element 1-Written Examination

Applicants must successfully pass a competitive written examination administered by the City of Fairmont Police Civil Service Commission.

Element 2 – Physical Ability Examination

Applicants must successfully pass a pre-employment physical ability examination, which is the current LEPS requirement for entry into the Basic Law Enforcement Class at the WV State Police Academy. This test will be administered following the written test and prior to receiving your written test score. The minimum passing scores for employment are as indicated (this phase may be given prior to written exam):

Sit-Ups: Twenty-eight (28) properly executed sit-ups in one (1) minute.

Push-Ups: Eighteen (18) properly executed push-ups in one (1) minute.

1.5 Mile Run- Minimum standard for this test is completion of the run in fourteen (14) minutes and thirty-six (36) seconds.

The tests described are graded as pass or fail; acceptance is based on successfully passing all three (3) measures. A copy of the Physical Ability Standards for LEPS can be obtained on the Division of Justice and Community Services website www.djcs.wv.gov.

Element 3-Background Investigation

Investigations include, but are not limited to, verification of residence, employment, military service and education, application verification, research into possible criminal activity such as theft and drug usage, credit and driving history.

Element 4-Panel Review

Applicants are asked a mostly uniform set of questions and are rated on various dimensions including, but not limited to, decisiveness, maturity and other job related interview characteristics.

Element 5- Psychological Evaluation

Applicants will be sent to a medical psychologist or psychiatrist, who will use various information to evaluate a candidate's suitability for the police profession. Various applicant traits will be evaluated which may include (but not be limited to): Impulse control; General intelligence; Judgement; Ability to perform boring or tedious tasks; Reasonable courage; Honesty; Integrity; Personal bias or lack of bias; Ability to tolerate stress; What motivated the candidate to choose law enforcement; Dependability; Ability to deal with supervision; Appropriate attitudes towards sexuality; Prior drug use; etc.

Element 6-Polygraph Exam

Applicants will be directed to take a polygraph test administered by a trained polygrapher. A potential list of questions asked may include (but not be limited to): Theft of money or merchandise from employer, or by shoplifting; Illegal drug trafficking or dealing; Illegal drug or medication use, including steroids; Use of alcohol; Falsification or minimization in your requested information; Participation in any type of organized crime; Arrests for anything other than minor traffic violations; Commission of a crime which has not been detected; Concealment of anything in your background that would affect your chances for this position; Involvement in a physical fight with another person, including domestic violence; Use of excessive physical force against another person; Payment or receipt of any bribes; etc.

Element 7-Medical Physical

Applicants will undergo a medical physical which includes, but is not limited to, laboratory tests such as blood work, urinalysis, electrocardiogram, drug testing, medical history and examination by a physician. The medical selection standards established are designed to satisfy the requirements of the Americans with Disabilities Act and ensure that the standards do not unfairly exclude people from employment as law enforcement officers who are otherwise qualified. Medical Standards are related to the essential tasks and are therefore validated as legitimate standards and are required by the West Virginia State Police Academy.

Top applicants will be selected within the rules and regulations set forth by West Virginia State Code, the Fairmont Civil Service Commission, and the WV Law Enforcement Training Committee.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of the Fairmont Police Department to be fair and equitable in all its relations with its employees and applicants for employment without regard to race, color, religion, sexual orientation, ancestry, marital status, gender, or disability. The Fairmont Police Department assures full compliance with all federal, state, and local laws relating to Equal Employment Opportunity, Affirmative Action and non-discrimination.

“The Fairmont Police Department is an Equal Employment Opportunity Employer”

**CITY OF FAIRMONT
POLICE DEPARTMENT
PHYSICAL AGILITY STANDARDS**

The City of Fairmont Police Civil Service Commission conducts a physical agility examination for applicants. The agility exam consists of the following:

- **18 Push-Ups within one minute**
- **28 Sit-Ups within one minute**
- **1.5 Mile Run within 14 minutes, 36 seconds**

An applicant must attain a passing score on each event (that is, performs at the passing level for push-ups, sit-ups, and the 1.5 mile run.

PUSH-UPS – Designed to measure upper body muscular endurance and absolute strength. Applicants must be able to complete 18 properly executed push-ups within one minute.

Hands are placed about shoulder width apart. The administrator places a fist on the floor below the applicant's chest.

Starting from the up position (elbows fully extended), the applicant must keep the back straight at all times and lower the body to the floor until the chest touches the administrator's fist. The applicant then returns to the up position.

SIT-UPS – Designed to measure abdominal muscular endurance. Applicants must be able to complete 28 properly executed sit-ups within one minute.

The applicant starts by lying on the back, knees bent, heels flat on the floor, hands folded across the chest touching the shoulders.

A partner holds the feet down firmly.

In the up position, the applicant should touch the elbows to the knees and then return until the shoulder blades touch the floor. Any resting must be done in the up position.

1.5 MILE RUN – Designed to measure cardiovascular capacity. Applicants must be able to complete the 1.5 mile run within 14 minutes, 36 seconds.

The applicant should refrain from smoking or eating for two hours preceding the test. Allow adequate time prior to the test for stretching and warm-up exercises.

During the administration of the test, the applicants can be informed of their lap times. If several applicants run at once, their individual times at the finish can be called out.

An important consideration at the end of the run is the "cool down" period. The applicant should be cautioned about sitting or standing around immediately after the run to prevent venous pooling. They should be instructed to walk an additional five minutes or so in order to enhance venous return and aid in recovery.